



New Commercial, Multi-Family, Mixed Use and Tenant Improvement Electronic Submittal Requirements

- ☐ Completed Application (Building Permit Application-Commercial)
- ☐ Electronic PDF of plans: (Commercial Submittal Requirements)
 - 1. GENERAL INFORMATION
 - 2. TITLE PAGE
 - 3. PLOT PLAN
 - 4. KEY PLAN
 - 5. CONDITIONS OF APPROVAL – Provided by planner after design review approval
 - 6. ARCHITECTURAL PLANS (floor plan, elevations, sections, other details) & STRUCTURAL PLANS & CALCULATIONS (structural framing details, anchorage and bracing of walls and equipment, suspended ceiling framing, other details as applicable)
 - 7. DETAILS
 - 8. PLUMBING PLAN (including relevant information from architectural plan)
 - 9. MECHANICAL PLAN (including relevant information from architectural plan)
 - 10. ELECTRICAL PLAN (including relevant information from architectural plan)
 - 11. TITLE 24 (energy requirements including relevant information)
 - 12. STRUCTURAL CALCULATIONS
 - 13. [REACH CODE CHECKLIST](#)
 - 14. [SPECIAL INSPECTION](#)
 - 15. CIVIL DRAWINGS/GRADING AND DRAINAGE PLAN
 - 16. BLUEPRINT FOR A CLEAN BAY GUIDELINE
 - 17. [CAL GREEN BUILDING REQUIREMENTS](#)
- ☐ Structural Calculations 8 ½ x 11
- ☐ Geotechnical Report- Required for New commercial, multi-family and mixed use buildings
- ☐ Title 24 Energy Calculations
- ☐ Cal Green Checklist – 8 ½ x 11 version, signed by Owner, Design Professional and Third Party Rater. (2019 Calgreen Non-Residential Mandatory Measures)
- ☐ Spec sheets and electrical load calculations- submit spec sheets for purposed equipment i.e. Heat pumps, Air conditioners, water heaters, etc.

***Plans and submittal documents shall be submitted to bldpermit@losaltosca.gov . For larger plans/submittals send via email using a dropbox link. Refer to electronic submittal handout for detailed requirements.